

SUBJECT: Commendation	NUMBER: 1-10.01
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: None	APPROVED: Sheriff

I. POLICY

The Valencia County Sheriff's Department will recognize professional and exceptional services rendered by personnel of the department. Commendations from community members or other department personnel will be documented and retained.

II. RULES AND PROCEDURES

- A. The Sheriff will implement a commendation form for recording recognition of professional or exceptional services as reported by members of the community or other department members.
- B. The Sheriff will review all commendations and forward originals to the member(s) personnel file with a copy to the individual whose actions are recognized.
- C. Personnel who wish to commend the actions of another member of the department will complete the commendation form and submit to the Sheriff via the chain of command.
- D. Personnel who are contacted by a member of the community who wish to commend a member of the department will provide the form for completion or obtain information and complete the form for the citizen. The form, when completed, will be submitted timely to the Sheriff via the chain of command.
- E. Letters of commendation received in the mail to an individual(s) commending the actions of department members will be forwarded to the Sheriff.